

Individualized Education Program (IEP) Addendum Manual Insertion

Student Information

Student Name: _____ Date of Birth: _____ Date: _____
Date of Current IEP Being Modified: _____ School: _____ Student ID: _____

Purpose

An addendum may be used to make minor changes to a current IEP. The purpose of this IEP addendum is: (*Check all that apply*)

- ☐ Adding, modifying, or deleting instructional goals and objectives.
☐ Modifying the amount of time in the current program.
☐ Adding, modifying, or deleting related services or provisions related to supplementary aids/services, assessment, or transportation.
☐ Other _____

Participant Signatures

Check the box indicating the IEP Team member who can explain the instructional implications and evaluation results.

Student _____ Parent/Guardian _____

☐ General Ed Teacher _____ ☐ Public Agency Rep _____

☐ Special Ed Provider _____ Other _____

Other _____ Other _____

Rationale

Briefly state the reason why an addendum to this student's IEP is needed:

Present Level of Academic Achievement and Functional Performance

Update the statement regarding this student's present level of academic achievement and functional performance. (See IEP Manual, Section 3-2.) (*Attach any new goal pages behind this page.*)

- ☐ In developing this IEP Addendum, the IEP Team members have considered the student strengths, parental concerns, the results of recent evaluations and assessments as well as the need for program accommodations/modifications due to special factors as listed on the current IEP.

PROGRAMS OR SERVICES

<u>Program/Service</u>	<u>Rule Number</u>	<u>Amount of Time</u>	<u>Frequency</u>	<u>Location</u>
_____	R 340. _____	_____ per _____	_____ times per _____	_____
_____	R 340. _____	_____ per _____	_____ times per _____	_____

List any service(s) to be deleted here:

ACCOMMODATIONS/SUPPLEMENTARY AIDS/ SERVICES/ PERSONNEL SUPPORT	AMOUNT OF TIME/ FREQUENCY	LOCATION

Special Transportation: ☐ No ☐ Yes, specifics:

Assessment: Indicate any changes to assessment as described in the student's current IEP (including accommodations). (See Section 8 of the IEP Manual):

Commitment Signatures

The **district** agrees with the IEP Addendum and its implementation. Unless noted otherwise, the Addendum will begin on: The duration of this addendum is the duration of the current IEP unless prior to that date and specified here:

District Representative: _____ Date: _____

I, as parent/guardian/student:

- ☐ Understand the Addendum contents
- ☐ Have been fully informed of my procedural rights. (Notice requirements attached):
(Choose one)
- ☐ Agree with the IEP Addendum and its implementation.
- ☐ Do not agree with the IEP Addendum. This Addendum cannot be implemented.

Parent/Guardian/Student: _____ Date: _____

PURPOSE

The purpose of the IEP Addendum is to **make minor changes** to the IEP during the year it is in effect. If substantial or comprehensive changes need to be made to a student's IEP, an IEP Team meeting should be convened to develop a new, complete IEP Team Report.

REQUIREMENTS

Parents and school staff should be made aware of the following: (See also IEP Manual, Section 14, Page 2-3.)

- Required IEP Team members **must be** present at the meeting when the IEP Addendum is developed.
- The IEP Addendum **does not** reset the due date for the next annual IEP Review.
- The IEP Addendum **must be** attached to the IEP that is being modified (all copies).
- The parent **must** receive a copy of the previous IEP with the Addendum attached.
- Either the parent or the school district may request a full IEP Team Meeting in lieu of an IEP Addendum.

APPROPRIATE USES

The IEP Addendum may be used for the following reasons:

- To add, delete, or modify IEP goals and/or short-term objectives (However, this may require modification of the student's PLEP statement.),
- To change the amount of time and/or frequency for a program or related service,
- To add or delete a related service from an IEP (the IEP Team must have data to support this decision.),
- To add, delete, or modify a supplementary aid, program modification, or support to school personnel,
- To change a transportation provision,
- To change language related to state or district-wide assessment,
- To address the need for extended school year (ESY) services,
- To make short-term changes to the IEP,
- To make changes to a transfer student's IEP instead of completing a new IEP.

RESTRICTIONS

The IEP Addendum **may not** be used for the following purposes:

- To determine or re-determine any special education eligibility,
- To change the **type of program** for the student,
- To exit the student from special education.

NOTICE REQUIREMENTS

The superintendent or designee of the operating district assures that:

- (a) To the maximum extent appropriate, a person who has a disability, including a person who is assigned to a public or private institution or other care facility, is educated with persons who do not have disabilities.
- (b) Placement of a person who has a disability in special classes, separate schools, or the removal of a person who has a disability from the general education environment occurs only when the nature or severity of the disability is such that education in a regular class using supplementary aids and services cannot be satisfactorily achieved.
- (c) The placement for the student is as close as possible to his or her home.
- (d) Unless the IEP of a student with a disability requires some other arrangement, the student is educated in the school that he or she would attend if nondisabled.
- (e) In selecting the least restrictive environment, consideration shall be given to any potentially harmful effects to the student or the quality of services that the student needs.
- (f) A student with a disability will not be removed from education in age-appropriate regular classrooms solely because of needed accommodations in the general curriculum.

Administration Signature